

September 8, 2014

MINUTES OF A REGULAR MEETING OF THE TORRANCE LIBRARY COMMISSION

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, September 8, 2014 at Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Perkins, Ravine, Sargent,
Sheikh, Wengrow, and Chairperson Ross.

Absent: Commissioner Haussmann.

Also Present: Principal Librarian of Operations Vinke,
Library Assistant II and Circulation Supervisor Rianto,
and Page Supervisor Gooch.

3. FLAG SALUTE

Chairperson Wengrow led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Ravine, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF MAY 12, 2014

Commissioner Sheikh offered the following correction: Page 2, 6C, line 3: "...staff suggested that students contact Commissioner Sheikh to make arrangements."

Commissioner Sargent requested that the motion in 6C be revised as follows: "Commissioner Wengrow moved to make Certificates of Recognition to be presented by Chairperson Sargent to Youth Council members."

MOTION: Commissioner Perkins moved to approve the Library Commission meeting minutes of May 12, 2014 as amended. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

5B. MINUTES OF JUNE 9, 2014

MOTION: Commissioner Sargent moved to approve the Library Commission meeting minutes of June 9, 2014 as presented. Commissioner Ravine seconded the

motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

5C. MINUTES OF AUGUST 11, 2014

Commissioner Sargent offered an addition to the August 11, 2014 minutes: Page 4, 9C, line 2: "...and Friends' Annual meeting featuring harpist Vanessa Sheldon."

Chairperson Ross requested that the following clarification be added to 9G: "Chairperson Ross stated that he went to the CIF re-certification for soccer referees."

MOTION: Commissioner Sheikh moved to approve the Library Commission meeting minutes of August 11, 2014 as amended. Commissioner Ravine seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

6. NEW BUSINESS

6A. INTRODUCTION TO THE CIRCULATION DEPARTMENT

Principal Librarian of Operations Vinke introduced Circulation Supervisor Mila Rianto and Page Supervisor Chris Gooch from the Circulation Department at Katy Geissert Civic Center Library. He noted that a Circulation Report – August 2014 was included in agenda packets.

Circulation Supervisor Rianto provided a slide presentation on responsibilities of the Circulation Department. She reported that approximately 1,800 items are circulated and 1,500 items shelved each day at Katy Geissert. She stated that the Circulation Department has 21.5 Library Pages, three Library Assistant I's, and seven Junior Library Clerks, noting that she supervises the Library Assistant I's and Junior Clerks. She showed a slide of the overflowing book drops during holidays.

Page Supervisor Gooch reported that he supervises the Library Pages whose duties include discharging library materials and returning them to the shelves. He provided statistics for May, June, and July 2014, noting the high circulation of juvenile books during the Summer Reading Program. He stated that the average patron gate count per hour averaged 86 in July 2014 and 82 in November 2013. He announced that the Library has a new delivery van with shelving for delivery crates, and that they are looking forward to the remodel of the circulation desk.

Responding to Commissioner Sheikh's inquiry, Principal Librarian Vinke stated that the City incurs a salary savings if Library vacancies are not filled but that it cannot be used for other Library needs as it is earmarked for salaries. He added that fines and fees also go into the General Fund.

Chairperson Ross inquired about the circulation desk remodel and Principal Librarian Vinke stated that it will allow staff to sit down and will incorporate self check out machines. He discussed the main floor remodel a few years ago that came in under budget and that the estimated cost of the desk remodel is \$10,000 less than the amount left over and set aside. He added if there are still funds left over after the desk remodel they hope to use the funds to move the donor wall to a better location.

Commissioner Sargent thanked Circulation Supervisor Rianto and Page Supervisor Gooch for the informative presentation.

Chairperson Ross welcomed Youth Council members Debbie Park, Nathan Apodaca, William Kang, Carolyn Egekeze, and Adel Kelifa.

6B. JOINT MEETING WITH TORRANCE CITY COUNCIL

Commissioners discussed possible dates, agenda items, budget, and formation of an ad hoc committee for the joint meeting of the Library Commission and City Council.

Commissioner Sargent read possible topics that were discussed at the June 9 Commission meeting and suggested adding the videos that the Youth Council made.

MOTION: Commissioner Wengrow moved to appoint Commissioners Ravine, Sargent, and Sheikh to an ad hoc committee to plan the joint meeting with City Council. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

It was decided that the ad hoc committee would work with Library staff to schedule a Tuesday in March 2015 for the joint meeting.

6C. RESPONSE TO PROPOSED CPUC APPLICATION FREEZE

Chairperson Ross noted that a proposed response to the California Public Utilities Commission was included in agenda packets urging them to consider a special category to process public library applications at the time of submittal.

MOTION: Commissioner Sargent moved to direct Chairperson Ross to send an email as proposed to the California Public Utilities Commission. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

Friends' representative Teresa Covey reported that the July 19 Paperback Book Sale was successful and that they are preparing for the next book sale on October 17-18, 2014. She stated that Commissioner Wengrow was mentioned in an article in the Daily Breeze about National Grandparents Day.

7B. TORRANCE YOUTH COUNCIL

Youth Council member Debbie Park announced a Talent Show at the Bartlett Center on October 13. She reported that Timothy Harvey purchased new equipment and editing software and is training committee members how to create videos to promote the Library. It was decided that the videos should continue to target high school students and that they would bring back ideas for topics at the next Commission meeting.

Commissioner Perkins announced an Open House at the ATTIC on September 17, 2014.

7C. ANNUAL REPORT

Commissioners expressed their appreciation to Commissioners Haussmann and Sheikh for preparing the Commission Annual Report to City Council. They offered additions and minor corrections to the draft and Chairperson Ross indicated that he would attend the October 7 City Council meeting when the Annual Report is presented.

MOTION: Commissioner Sargent moved to approve the Library Commission Annual Report for Fiscal Year July 1, 2013 – June 30, 2014 with changes as suggested. Commissioner Wengrow seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Haussmann).

8. MONTHLY DIVISION REPORT

Principal Librarian Vinke noted that City Librarian Theyer's Monthly Division Report was included in agenda materials.

Responding to Chairperson Ross's inquiry, he explained that City Librarian Theyer is waiting until late September to ask City Council to accept a Friends' donation because of the Council's agendas.

9. ORAL COMMUNICATIONS

9A. Commissioner Perkins stated that she attended City Council meetings and announced a Henrietta Mosley discussion on the Point Fermin Lighthouse Families at Wilmington Branch Library on September 22.

9B. Commissioner Ravine stated that he attended "Mayhem in the AM" Book Group at Henderson Library a week ago and that 19 people participated. He also attended the City Council meeting when the fifth Councilmember, Mike Griffiths, was appointed.

9C. Commissioner Ross stated that he attended two Youth Council meetings.

9D. Commissioner Wengrow stated that she enjoyed the Library's "A Musical Picture of Maritime California" with Simon Spalding on August 16.

9E. Commissioner Sargent stated that she attended the Library program "A Musical History of the United States Navy," Torrance Theatre Company's "Oklahoma," a Sister City Chili Cook-Off, "Orange County Guitar Orchestra," and Al Muratsuchi's presentation "Seniors Don't Be Scammed." She announced a Miracle of Living lecture "Get on the Right Foot" on September 17.

9F. Commissioner Sheikh stated that he enjoyed the film "If I Stay," and attended two City Council meetings, "Sneaky Use of Math," and a tennis tournament at Mira Costa High School. He relayed a resident's comment that it was difficult to get an appointment for Teen Tech Xperts program.

Principal Librarian Vinke discussed the challenge of finding knowledgeable and reliable volunteers.

9G. Commissioner Perkins asked staff to find out when the next Commissioner training and Ethics training are.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the October 13, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, Monthly Division Report, Library Acquisitions and Technical Processing presentation, and Joint Meeting with City Council.

11. ADJOURNMENT

MOTION: At 9:11 p.m., Commissioner Wengrow moved to adjourn the meeting to October 13, 2014, 2014 at 7:00 p.m. at Katy Geissert Civic Center Library. Commissioner Sheikh seconded the motion and, hearing no objection, Chairperson Ross so ordered.

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Approved as amended October 13, 2014 s/ Rebecca Poirier, City Clerk
